



## DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

1710  
PERS-659  
5 Nov 01

From: Commander, Navy Personnel Command

Subj: MILITARY FAMILY APPRECIATION GRANT PROGRAM

Encl: (1) Grant Application Request Form for Military Family  
Appreciation Week  
(2) Morale, Welfare and Recreation Military Family  
Appreciation Grant Program After Action Report

1. President Bush has recognized the week of 18 - 24 November 2001 as Military Family Appreciation Week to show appreciation for military families serving our nation.

2. To assist installations with this important initiative, Navy Personnel Command (NPC) has established a non-appropriated fund (NAF) grant program for Community Support activities geared toward military families. The NAF grants are intended to provide limited financial assistance to installation commanders and event planners to support MWR events specifically targeted for military families. Due to limited resources, first consideration will be given to family orientated programs conducted during Military Family Appreciation Week 18 - 24 November 2001.

3. The basic ground rules for grant application requests are as follows:

a. The event should be open to all authorized patrons of Morale, Welfare, and Recreation (MWR) and partnered with Fleet and Family Support Centers (FFSC).

b. Events should be promoted using the Military Family Appreciation marketing aids available at [www.mwr.navy.mil](http://www.mwr.navy.mil).

c. Events not authorized funding consideration under grant criteria include public affairs events that are defined as events open to the general public (e.g., air shows, concerts, 4th of July, etc.).

d. Commanding officers may request a grant from Commander, Navy Personnel Command (CNPC) PERS-659, enclosure (1), for up to \$5,000 per installation. Include the following information about the special event in the request:

(1) Description and purpose of the event.

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(2) Information concerning the date, time, or duration of the event.

(3) Number and demographics of participants/attendees.

(4) Itemized budget for the event, which provides the total, cost of the event, and details the major expense elements, including income, if applicable;

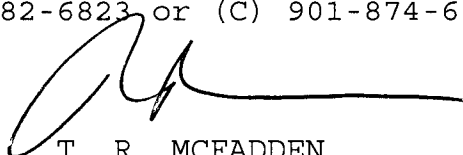
(5) Provide name and telephone number of local point of contact/event coordinator.

(6) Successful completion of event.

(7) Submission of after action reports (enclosure (2)).

(8) Submission of flyers, pictures, news releases, and attendee/Command comments are also encouraged.

4. Grant requests must be submitted to NPC (PERS-659) by 15 January 2002. If you require additional information, NPC point of contact is Mr. Greg Young (PERS-659D) at DSN 882-6699 or (C) 901-874-6699, fax DSN 882-6823 or (C) 901-874-6823.



T. R. MCFADDEN  
By direction

Distribution:

Echelon II Commanders

Regional Commanders

Commanding Officers Administering MWR Programs

MWR Directors

A. Type of Event: \_\_\_\_\_

C. Total Cost of Event: \$ \_\_\_\_\_

E. Date of event: \_\_\_\_\_

G. Narrative Description of Event:

[illegible]

Enclosure (1)

**MORALE WELFARE AND RECREATION MILITARY FAMILY APPRECIATION  
GRANT PROGRAM AFTER ACTION REPORT**

1. Name of Event provided: \_\_\_\_\_

2. Did the event fall short of, meet or exceed your expectations? Please elaborate if appropriate.

\_\_\_\_\_

\_\_\_\_\_

3. What were the participants' expectations for the event and were those expectations met?

\_\_\_\_\_

\_\_\_\_\_

4. Would you recommend this event to another base?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. How did the grant allow you to expand/provide a better event?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. How did the event promote family involvement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Please include attendee or Command comments and any additional comments/information you feel appropriate. Pictures, flyers, and newspaper articles are also encouraged.

8. Please submit all after action reports for prompt payment of grant to Navy Personnel Command (PERS-659). If you require additional information, Navy Personnel Command point of contact is Mr. Greg Young (PERS-659) at DSN 882-6699 or (C) 901-874-6699 (fax extension is 6823).

Enclosure (2)